

**BY ORDER OF THE COMMANDER,  
RAF MILDENHALL (USAFE)**

**THIRD AIR FORCE INSTRUCTION 51-701**

**MILDENHALL**

**Supplement**

**3 FEBRUARY 2009**

**Law**

**CONTROL PROCEDURES FOR THE SUPPLY OF  
TAX-FREE GASOLINE AND DIESEL FUEL IN  
THE UNITED KINGDOM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**This supplement implements and extends the guidance of Third Air Force Instruction (3AFI) 51-701, 1 December 2008.** This supplement requires collection of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is Title 10 United States Code (U.S.C.), Section 8013; 44 U.S.C. 3101; and Executive Order 9397. This supplement applies to RAF Mildenhall only and adopts the use of 3AF Form 435, *3rd AF Driving/Fuel Permit*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AFRIMS (AF Portal).

2.5. Pass and Registration is designated as the Permit Issue Office (PIO) for RAF Mildenhall for 3AF Form 435, *3rd AF Driving/Fuel Permit* (DFP), prescribed by 3AFI51-701, 1 December 2008.

4.5. (Added) Individual requirements for DFP issuance.

4.5.1. (Added) DFP recipients must complete individual licensing requirements in accordance with MILDENHALLI 31-204, *Installation Traffic Code*, 8 August 2007.

4.5.2. (Added) Adding a vehicle to a DFP.

4.5.2.1. (Added) V5, *Vehicle Registration Certificate*, for all vehicles to be used for duty driving (and to receive tax-free gas) to be listed on the DFP. The registered keeper on the V5 must be the sponsor or an entitled dependant.

4.5.2.2. (Added) Insurance, road tax, and MOT (if applicable) for the new vehicle being registered.

4.5.2.3. (Added) U.S. Military Personnel - ID/CAC Card . DOD Civilian Employee - ID/CAC Card with entitlements listed.

4.5.2.4. (Added) 3AF Form 435, for sponsor and dependants. Lost letter, signed by unit commander or first sergeant, if a permit is unavailable.

4.5.2.5. (Added) Authorization letter endorsed by unit commander if requesting tax-free gas for more than two vehicles (excluding motorcycles).

4.5.3. (Added) Deleting a vehicle from a DFP:

4.5.3.1. (Added) 3AF Form 435, for sponsor and dependants. Lost letter, signed by unit commander or first sergeant, if a permit is unavailable.

4.5.3.2. (Added) Provisions of 3AFI 31-204, *Control Of Concession Vehicles Within The United Kingdom*, 10 March 2005, must be complied with for the disposition of concession vehicles.

5.1.1. Entitled persons requesting to document more than two (2) vehicles (for duty driving) on a DFP must request so in writing. The request memorandum must fully justify the reason for needing more than two duty driving vehicles and indicate unit commander concurrence. The PIO may refer disputed requests to the security forces commander for further adjudication.

5.1.2. A temporary DFP letter may be issued by Pass and Registration to entitled persons operating rental or temporary vehicles after presentation of a rental agreement or a power of attorney authorizing vehicle use.

5.3.2. All issued DFPs must be returned to Pass and Registration during PCS, retirement, and separation out-processing.

5.3.3. Entitled persons must report to Pass and Registration within 5 duty days when a DFP entitled vehicles is sold or otherwise disposed of.

5.3.4. Entitled persons must report to Pass and Registration within 5 duty days when a DFP entitled vehicle is SORNeD.

5.3.5. All other entitled persons who lose tax-free fuel entitlement for any reason must report to Pass and Registration within 5 duty days to turn in all issued DFPs.

5.4. RAF Mildenhall pumping fuel without proper documents.

5.4.1. (Added) Entitled person refuels an authorized vehicle but does not have a DFP in their possession will be referred to their commander for appropriate command action after Security Forces confirms person/vehicle entitlement.

5.4.2. (Added) Penalties when an entitled person refuels an unauthorized vehicle (not registered/owned by entitled member):

5.4.2.1. (Added) 1<sup>st</sup> offense: Mandatory 30 day tax-free fuel privileges suspension and appropriate command action.

5.4.2.2. (Added) 2<sup>nd</sup> and subsequent offenses: Mandatory tax-free fuel privileges suspension for a period to be determined by 100 MSG/CC and appropriate command action. **Note: Entitled members with a Power of Attorney (POA) may receive temporary gas card/letter from 100<sup>th</sup> SFS/Pass and Registration.**

6.3.1. (Added) DFP expiration dates:

6.3.1.1. (Added) Military members: End of DEROS month.

6.3.1.2. (Added) Appropriated fund employees: CAC card expiration date.

6.3.1.3. (Added) Nonappropriated fund and other entitled employees: one year not to exceed the expiration date on their government-issued identification card.

6.5.1. (Added) 16AF IMT 435, *Certificate of Eligibility — Motor Fuel US Forces in the United Kingdom*, will no longer be valid for tax-free fuel purchases as of 1 Nov 08.

7.5. (Added) Penalties for violations of 3AFI 51-701, paragraphs 7.1., 7.2. and 7.3.: Mandatory tax-free fuel privileges suspension for a period to be determined by 100 MSG/CC and appropriate command action.

8.2. Adopted Forms; 3AF Form 435, 3<sup>rd</sup> AF Driving/Fuel Permit (DFP).

**Attachment 1**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

3AFI31-204, *Control of Concession Vehicles Within the United Kingdom*, 10 March 2005

MILDENHALLI31-204, *Installation Traffic Code*, 8 August 2007

***Abbreviations and Acronyms***

**CAC** - Common Access Card

**DFP** - Driving/Fuel Permit

**DEROS** - Date Eligible for Return From Overseas

**MOT** - Ministry of Transport test

**NCOIC** – Noncommissioned Officer In Charge

**SORN** - Statuary Off Road Notice

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